APPLICA	TION FOR RECORDS RETENT	ION SCHEDULE	OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION
INSTRUCTIONS: S	ee Publication No. 76-RM-1 for inst	ructions on completing th	is form. Forward signed original to
	ives and History, Records Manageme		
Attention: Schedulir	ng Section. 870121-0	<b>5</b>	1
FOR AGENCY USE	1. Agency Address		FOR RECORDS MANAGEMENT USE
Application Date	Department of Education		Application Number
	Division of Curriculum		77-448-A
Application Number	Governor's Honors Proc	gram ;	Date Received Date Completed
,	1954 Twin Towers East Atlanta, GA. 30334	;	JAN 2 1 1987   EEB 4 1987
2. Person to Contact	1 ACTURES UM: 30334	Working Title	Telephone Number
Lonnie Love	_	Administrator	656-5812
3. Action Requested		riam rivis di a col	000 0012
	on Schedule; record will continue to acc	cumulate.	
b. Dispose of present	accumulation; no further accumulation	n anticipated.	
c. 🖾 Amend Application	n No. <u>77-448-A</u> Check One:	Change; □ Superced	le; 🗆 Void
4. Dates of Series	5. Records Series Title (followed I	by title used in office; if dif	ferent)
Earliest Latest			
1964 to Date	Governor's Honors Progra		
6. Division and Office Funct	ion What is the function of the	Division and the Office in	which this record series is created?
The Governor's Hone	ors Program Unit provides a	flexible education	on program to meet the needs
			nmer program total learning
	or more of our college camp		
gifted tenth and e	leventh grade students enro	olled in Georgia's	public and private secondary
			t usually available in their
			students in recognizing their
potential and empor	wer them as life-long indep	pendent learners.	
7. Record Series Description	This file contains the following de	ocuments (include form nu	mhers and titles if anyl:
7. Trootia dorios Desaripador	Attach samples of the file.	socialità (morade roi man	moore and trace, it arry,.
	Receiving and reviewing nor		iling nominee, finalist,
alternate and rej	ection lists for Governor's	s Honors Program.	
	D-11		7 ( . )
	DENT FILES - Nomination For		
	dent Withdrawal Letters, Pa		ent forms and interviewer
200	re Sheets and related corre	espondence.	·
2 100	ATOR CARDS - an indexing sy	vetem for locating	individual student files
	ated within a School System		
100	ated within a school system	ii i i i e by Subject	
File Arrangement:	1 STUDENT FILES - arman	and chronologicall	y by *school yëar, thereunder
THE ATTAINGEMENT.			nder alphabetically by SUBJEC
	AREA, thereunder alpha		
File is arranged:	2. LOCATOR CARDS - chrone		
	alphabetically by stu-		•
8. Monthly Reference Rate			
One to six months old	_2 ; Seven to twelve months of	d; Thirteen to	twenty-four months old $\frac{1}{1}$ ;
	lder0?		
9. Annual Rate of Accumula		<del></del>	
Letter-size drawers	; Legal-size drawers1	; Shelves:	Other (specify)

(Over)

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X	a. Is this the office if not, where i	e it?			J.
X	<del></del>	,	ential information	requiring security handling? If yes, cite law or regulat	tion.
<del>                                     </del>	c. Is this a vital re	ecord?			
Х	d. Does this series				ž.
N/A	1			necessary to keep the entire file for a long period, could	l these
x  ,	uocuments be	scheduled separa		published? If yes, attach copy, Annual (when fund	ts available
	I .		!	analyzed and/or recorded in a summarized report?	as avariable,
X	If yes, attach c	ODY.			
Х	h. Is there a dupli If yes, where?		eries in your offic	e, or in another office or agency?	
X	i. Is this series (o				<del> </del>
X I	=		a computer print	——————————————————————————————————————	
11. Keten	tion Requirements	I he	tollowing requir	es the series to be kept:	
a. Sta	ate Law		years.	d. Audit period	years.
	atute of limitation		years.	e. Administrative need	3 years.
c. Fe	deral law		years.	f. Federal retention instructions	years.
Attac e. Th	h copy or excert of la is series is m	aws or regulation aintained t	ns. Explain admid to provide c	nistrative need. ontinuity in administering the Govern	or's Honors
Progra			p. 0	'	
•	•		•		-
12. Appro	oved Disposition Insti			ends that the file series be cut off at the end of each:	· · · · · · · · · · · · · · · · · · ·
	•		Calendar Year; 🗀	Fiscal Year; M Other *School Year	then,
Ж. и.	والمائد مسمسيس مطم والمار			(*August 1 - July 31)	
	old in the current files ansfer to local holdin			• • • •	
	ansfer to State Recor				
	estroy,		•		
	ansfer to State Archiv	ves for permaner	nt retention.		
□ Ot	ther (Specify)				
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·					
These	instructions annly to	a all prior and fu	utura accumulatio	ne of the series	
These	e instructions apply to	o all prior and fu	iture accumulatio	ons of the series.	
		·····	I <b>ture accum</b> ulatio		
	e instructions apply to	·····	uture accumulatio	ons of the series.  Records Management Officer (Signature)	Date
		·····			Date
		·····			Date
Agency H	ead/Designee (Signa	·····			Date    /// × /
Agency H	ead/Designee (Signa	ture)	Date // // 87	Records Management Officer (Signature)  Yuki K. Dakos	1/14/37
Agency Ho	ead/Designee (Signa ndations in para- are approved.	ture)		Records Management Officer (Signature)  Yuki K. Dakos	1/14/37
Agency Ho	ndations in para- are approved.  roved, attach letter	State Audi	Date ////87 itor/Designee	Records Management Officer (Signature)  Yick: K. Dako  State Records Committee (Signature)	1/14/37
Recomme graph 12 a	ndations in para- are approved.  roved, attach letter	State Audi	Date // // 87	Records Management Officer (Signature)  Yuki K. Dakos	1/14/37
Recomme graph 12 a	ndations in para- ere approved. roved, attach letter	State Audi	Date ////87 itor/Designee	Records Management Officer (Signature)  Yick: K. Dako  State Records Committee (Signature)	1/14/37



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## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

		Publication No. 76—RM—1 for and History, Records Managetion.			-			
	FOR AGENCY USE	1. Agency Address		:		FOR RECORD	S MANAGEMENT	USE
Αp	plication Date	Department of Educ	ation	•		Application Numbe	r	
		Division of Curric		velopment a	has	77 11	ua.n	
Application Number		Pupil Personnel					70_T	<u> </u>
Application Number		Governor's Honors			:	Date Received	Date Comple	
		1954 Twin Towers E			133/	SEP 2 5 1984	NOV 0 1	1984
2	Person to Contact			orking Title	ا. وحدر دي. د		Telephone N	ımber
	roman to comment			Orking Title			roicpsione in	4111001
	Lonnie Love	GHP	Coordin	ator		<del></del>	656-5812	·
3.	Action Requested							
		chedule; record will continue						
	b. Dispose of present ac	cumulation; no further accum	ulation and	ticipated.				
	c. X Amend Application N	lo77-448 Check	One: 🗆	Change; 🗆 Su	perced	de; 🛘 Void		
4.	Dates of Series	5. Records Series Title (follo						
Ea	rliest Latest			Vomination				
1	064 1 4-4-	Comments Harris D		•	V\			
_	964   to date	Governor's Honors P						
6.	Division and Office Function	What is the function of	f the <b>B</b> ivi	sion and the Off	ice in 1	which this record s	series is created?	
		NO CHANGE		•				
		<del></del>		•				
		,						
								×
_	- <u></u>		, , ,					
7.	Record Series Description	This file contains the follow	ing docun	nents (include to	rm nu	mbers and titles, ii	any):	
	D	Attach samples of the file.						
	Documents relating to:	No Change						
		No Change						•
	Included are:			и				
	•	No Change						
	•		,					
i								
	P.							
	Eile is sureered.			· /	i			
	File is arranged:		•	,	3			
8.	Monthly Reference Rate	How often are records re	ferred to	which are:			·· —	
	•	· · · · · · · · · · · · · · · · · · ·			tne= +-	n hunntu farra	the old	
		; Seven to twelve mon	uis old	; Inir	teen to	twenty-tour mon	uis old	<del></del> i
	twenty-five months and olde			<u> </u>				
9.	Annual Rate of Accumulation							
	Letter-size drawers	; Legal-size drawers	. (	Shelves		Other (eneciful		
	Lottor size diamers	, Eugui-site di avvei s	, s	J. TO I TO 3		Street (apoutly)		
		***						

T 1	10. Questionnaire	(Place an "X" in the prope	er column)					
x	a. Is this the official copy of the series?  If not, where is it?							
x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.							
<u>x</u>	c. Is this a vital record?							
x	d. Does this series have historical or long term research value?							
N/A	documents be se	cheduled separately?	e it necessary to keep the entire file for a long period, could					
<u>x</u>	f. Is the informati	f. Is the information contained in this series ever published? If yes, attach copy.						
x	If yes, attach co	ppy	ver analyzed and/or recorded in a summarized report?	<u> </u>				
х	h. Is there a duplication of this series in your office, or in another office or agency?							
<u> </u>	•		arly microfilmed?	<del></del>				
11 Deter		series result in a computer p	· · · · · · · · · · · · · · · · · · ·					
11. Reter	ntion Requirements	The following rec	quires the series to be kept:	·				
a. St	ate Law	vears.	d. Audit period	years.				
	atute of limitation	years.	· · · · · · · · · · · · · · · · · · ·	years.				
	ederal law		f. Federal retention instructions	•				
•								
Attac	th copy or excert of law	ws or regulations. Explain ac	Iministrative need.					
N	O CHANCE		•					
	O CHANGE			į				
			•					
12. Appro	oved Disposition Instru		mmends that the file series be cut off at the end of each:  r; 🔯 Fiscal Year; 🗆 Other	then,				
□н	old in the current files	area month(s)	vear(s): then					
	•	area; holdyea	r(s); then					
⊡≳ Tr	ransfer to State Record		r(s); then					
⊡s Tr Mar Do	ransfer to State Record	area; holdyeal is Center; hold3	r(s); then					
Ds Tr Mas De C⊐ Tr	ransfer to State Record estroy. ransfer to State Archive	area; holdyea	r(s); then					
Ds Tr Mas De C⊐ Tr	ransfer to State Record	area; holdyeal is Center; hold3	r(s); then	!				
Ds Tr Mas De C⊐ Tr	ransfer to State Record estroy. ransfer to State Archive	area; holdyeal is Center; hold3	r(s); then	. *.				
Ds Tr Mas De C⊐ Tr	ransfer to State Record estroy. ransfer to State Archive	area; holdyeal is Center; hold3	r(s); then year(s); then					
Ds Tr Mas De C⊐ Tr	ransfer to State Record estroy. ransfer to State Archive	area; holdyeal is Center; hold3	r(s); then year(s); then					
Ds Tr Mas De C⊐ Tr	ransfer to State Record estroy. ransfer to State Archive	area; holdyeal is Center; hold3	r(s); then year(s); then					
Ds Tr Mas De C⊐ Tr	ransfer to State Record estroy. ransfer to State Archive	area; holdyeal is Center; hold3	r(s); then year(s); then					
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Ds Tr Mas De C⊐ Tr	ransfer to State Record estroy. ransfer to State Archive	area; holdyeal is Center; hold3	r(s); then year(s); then					
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Ds Tr Mas De C⊐ Tr	ransfer to State Record estroy. ransfer to State Archive	area; holdyeal is Center; hold3	r(s); then year(s); then					
D3: Tr M3: Do C1: Tr □ O	ransfer to State Record estroy. ransfer to State Archive ther <i>(Specify)</i>	area; holdyeal is Center; hold3	r(s); then year(s); then					
D3: Tr M3: Do CI Tr □ O	ransfer to State Record estroy. ransfer to State Archive ther <i>(Specify)</i>	area; holdyeal is Center; hold3es for permanent retention.	r(s); then year(s); then					
Ds: Tr Bs: Do □ Tr □ O	ransfer to State Record estroy. ransfer to State Archive ther <i>(Specify)</i> e instructions apply to	area; holdyeal is Center; hold3es for permanent retention.	r(s); then year(s); then	Deta				
Ds: Tr Bs: Do □ Tr □ O	ransfer to State Record estroy. ransfer to State Archive ther <i>(Specify)</i>	area; holdyeal is Center; hold3es for permanent retention.	r(s); then year(s); then	Date				
□3: Tr ■ Do □ Tr □ O	ransfer to State Record estroy. ransfer to State Archive ther <i>(Specify)</i> e instructions apply to	area; holdyeal is Center; hold3es for permanent retention.	r(s); then year(s); then	Date 9/21/84				
Date Trest	ransfer to State Record estroy. ransfer to State Archive ther (Specify)  e instructions apply to lead/Designee (Signate Ulyman U	area; holdyeal is Center; hold3es for permanent retention.	r(s); then year(s); then  lations of the series.    Records Management Officer (Signature)	Date  Date  Date				
Agency H Recomme	ransfer to State Record estroy. ransfer to State Archive ther (Specify)  e instructions apply to lead/Designee (Signate University) endations in paraare approved.	area; holdyeal is Center; hold3es for permanent retention.	r(s); then year(s); then  lations of the series.    Records Management Officer (Signature)   Claudia State   C	1/84				
Agency H Recomme	ransfer to State Record estroy. ransfer to State Archive ther (Specify)  e instructions apply to lead/Designee (Signate University)  endations in paraare approved.	area; holdyeal is Center; hold3es for permanent retention.  all prior and future accumulation	r(s); then year(s); then  lations of the series.  Records Management Officer (Signature)  State Records Committee (Signature)	%/84 Date				

AR-50-71; Rev. 76



APPLICATION FOR RECORDS RETENTION SCHEDULE

.4374-21

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Application Number Department of Education Div. of Curriculum Development and Pupil Nov. 16, 1977 Personnel Services Application Number Date Completed Date Received Governor's Honors Program NOV 17 1977 NOV 29 1977 Atlanta, Ga. 30334 2. Person to Contact Working Title Telephone Number Margaret O. Bynum Consultant 656-2414 3. Action Requested Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. \_ Amend Application No. \_\_\_\_\_ Check One: \_ Change; \_ Supercede; \_ Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1964 to date Governor's Honors Program Nominations Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Governor's Honors Program Unit Provides a flexible education program to meet the needs of many of Georgia's gifted and talentd students through a summer program total learning experience om one or more of our college campuses. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): nominations Documents relating to: Receiving /and compiling nominee, finalist, alternate and rejection lists for the Governor's Honors Program. included are: Nomination forms, public relations forms, alternate forms, reject forms, withdrawal forms and related correspondence. File is arranged: Chronologically by year; thereunder alphabetically by student. 8. Monthly Reference Rate How often are records referred to which are: .; Seven to twelve months old \_\_ \_\_\_; Thirteen to twenty-four months old \_\_\_ One to six months old \_ twenty-five months and older\_ 9. Annual Rate of Accumulation of Records \_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_ Letter-size drawers \_\_\_ AR-50-71; Rev. 76 (Over)

YES	NO	10. Questionnaire	(Place an "X" in the proper of	olumn)	7
х		a. Is this the offi	icial copy of the series?		,
X				n requiring security handling? If yes, cite law or regu	lation.
	X	c. Is this a vital r	record?		
	Х	d. Does this serie	es have historical or long term rese	earch value?	
	NA .		two documents in the file make it scheduled separately?	necessary to keep the entire file for a long period, cou	uld these
	X	f, is the informa	tion contained in this series ever	published? If yes, attach copy.	
	X			analyzed and/or recorded in a summarized report?	
		If yes, attach h. Is there a dup		e, or in another office or agency?	
	X	If yes, where?			·
-	X			microfilmed?	
11.		tion Requirements		tout? Tes the series to be kept:	
		•	- ,	•	
		te Law	years.		
		tute of limitation leral law	years.	e. Administrative need f. Federal retention instructions	years.
	<b>.</b>	161 01 1044	years.	i. Federal retention instructions	years.
	Attach	copy or excerpt of	laws or regulations. Explain admi	nistrative need. pasti si a libay i a libray	<b>6</b> 3 2.772
	e. T	his series is	maintained to provide	continunity in administering the Gove	rnor's
		, t		i jarahan mini bana anakara	
	و- رده	rmor er sic	na na kalendari da araba ing kalendari ka	The section for the section of the s	i o assil
12.	Appro	ved Disposition Inst	tructions This agency recomm	ends that the file series be cut off at the end of each:	7,22,22
			☐ Calendar Year; 2	Fiscal Year;  Other	then,
	🛛 Hoi	ld in the current file	es area month(s)	1 year(s); then	
			ng area, holdyear(s)		
	D⊠ Do	Inster to State Reco	rds Center; hold2yeayea	r(s); then ing in 4 and 9 transfer one cub	ic foot to
			ives for permanent retention.	State Archives for permanen	t retention.
		ner (Specify)		i	
					•
	. ຂຽນ.`	I mout by b	របស់ ស្ត្រី ខេត្ត និង ស្ត្រី ស្ត្ ស្ត្រីស្ត្រីស្ត្រី ស្ត្រីស្ត្រី ស្ត្រីស្ត្រី ស្ត្រី ស្ត្រី ស្ត្រី ស្ត្រី ស្ត្រី ស្ត្រី ស្ត្រី ស្ត្រី ស្ត្រី ស	y na samana daga na Samaniya na sama	
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			•	. പ്രധാന നമ്മാണ് മിന്ന് പ്രധാന വിധാനം വിധാന	it înit (i te e e e e e e e e e e e e e e e e e e
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	These	instructions apply t	o all prior and future accumulation	ons of the series	
			~		
	-:/	1.0.			
Ager	Gy He	d Osignes (Signa	nture) Date	Records Management Officer (Signature)	Date
m	MA.	ut a. Bu	nten 11-14-77	Walker L. Baumgardun	10-3-77
			$J_{-}=rac{a_{+}a_{+}}{a_{+}}$	State Records Committee (Signature)	Date
		dations in para- e approved.	State Auditor/Designer	Day July	11-28-77
		ved, attach letter	State Auditor/Designee	- Pure Control	11/
of ex	nlanat	ion I	J 4417		
	<i>p.</i> 0110 c	1011.7	Secretary of State/Designee	Carroll Hert	11-22-77
:	promoc	1011.7	Secretary of State/Designee  Attorney General/Designee	HAGGER	11-22-77